

## **Draft Minutes**

**ICC Meeting, August 20, 2014**

**Easter Seals Crossroads, 4740 Kingsway Drive, Indianapolis, IN 46205**

**10:00 AM- 3:00 PM**

*Present:* Donna Driscoll, Christina Furbee, Paul Hyslop, Beckie Minglin, Danny O'Neill, Shirley Payne, Cathy Robinson, Jamie Stormont-Smith, Jim Vento, Mary Ann West,

*Absent:* Melanie Brizzi, Dawn Downer, James Elicker, Becky Haymond, Jonathan Mattingly

### **Welcome and Introductions**

Meeting was called to order at 10:23 by Danny O'Neil, Chair.

### **Approval of May 14, 2014 Minutes**

Minutes were approved.

### **Update from Exec Committee Meeting**

Cathy presented recommendations concerning the State System Improvement Plan (SSIP) work that she shared at the Exec Committee meeting. Based on the data analyses and data questions that were generated at the May 2014 ICC meeting, Cathy further organized those questions into three categories- Questions we should pursue now, questions to be pursued later, and questions we cannot pursue due to data limitations.

Cathy hypothesized that some of the data findings may be the result of unintended consequences of past changes to the FS system. Those changes (e.g., service delivery models, service coordinator roles, communication among providers) may have contributed to the type, amount and quality of information shared. Cathy also noted that the role and quality of family engagement may be contributing to some of the differences noted among children and families. The Quality Review system at the Early Childhood Center will be looking at collecting further information on family engagement and will conduct family surveys to further investigate this possible factor. Finally, Cathy noted that the State is looking at the current First Steps system with a focus on making targeted improvements to the system, including the implementation of innovative practices among clusters and provider agencies. She commented that the State through the SSIP process will look at how information and initiatives are rolled out and how different clusters/agencies respond and innovate.

The federal government wants states to take more of a focused approach that is directly related to child/family outcomes- this is part of the required theory of action. The federal government does not want states to engage in general improvement activities. Cathy has monthly phone calls with the Office of Special Education Programs (OSEP) to assure that the directions First Steps is taking fit within OSEP's SSIP process.

A comment was made concerning the importance of consistent statewide training for providers across the state to ensure that there is consistent data entry.

Cathy noted that she has been receiving feedback from provider agencies and SPOEs through past meetings.

### **State System Improvement Plan**

Cathy asked for general comments from her presentation. Cathy noted that the state is hoping to become more transparent in its work and its data sharing, and that she will continue to solicit feedback and suggestions for improvement.

As part of the SSIP, First Steps will continue to engage stakeholders in the process of reviewing data, identifying efforts, revisiting plans and actions. Cathy noted that she hopes the field/stakeholders will have repeated and ongoing efforts to contribute and engage and connect.

Cathy and Danny then asked for all members and guests to meet in small groups and review the information that was presented (see attached). After approximately 1 hour, the ICC meeting was reconvened and feedback from each of the small groups was solicited:

- One group commented that they thought all of the questions generated at the May meeting were good; this group noted the need for additional data to begin answering questions and commented on the cultural issues with the recommendation to drill down further into the data.
- Another group commented that the questions generated captured what was discussed previously, although some questions may not be answerable or difficult to answer (e.g., why services may vary across groups- is it family choice, family canceling).
- Another group recommended looking further into the impact of family income and pulling out the group of families with a Family Poverty Level of <100% to see what the results look like.
- Another group commented on the large number of questions, noting that the number is overwhelming. This group recommended narrowing the focus to look at transition and why there are increased percentages of children going on to special education and why- what are further demographic variables and variation? Also, to look at the progress they made in their outcomes; differences in eligibility and rural/urban; does it make a difference if the family didn't self-refer; are these children/families truly participating in services; look at the contrast between service authorizations and what is actually used.
- There was a recommendation to look at how the data could be coordinated with other systems such as Head Start, schools, etc.
- There was a comment concerning similarities between Part B (special education) and Part C (First Steps) in terms of service and outcome differences among families. Why do some families receive fewer services? Is it due to differences in family participation/engagement? Is this associated with higher risk families? What can we do to ensure services and outcomes for those families? Another comment noted that families living in poverty represent a distinct culture and that are important differences to understand, including differences in priorities.
- Another comment stated the need to look at cultural sensitivity and the assumptions service providers might make (e.g., clean home in Hispanic family with no toys is positive thing); all of this may have an impact on what is important and the nature of FS services.

Cathy acknowledged all comments and stated that she will be working with DDARS, the ICC Executive Committee, and provider groups to look more closely at the GREEN questions and continue with the data analyses. She invited members and guests to share additional thoughts that come up as the process continues. She also requested that Michael/ECC forward all agendas and minutes to all SPOEs and provider agencies. Michael noted that the Early Childhood Center is creating new pages on their website to deposit and link all work of the ICC and the data analyses that he and the Quality Review team are completing (<http://www.iidc.indiana.edu/index.php?pagelId=3694> ).

## **Part C Coordinator's Report**

Cathy introduced a new First Steps Consultant, David Brandon, who started 2 months ago. There is still one other position to fill; however, she noted that FSSA is also examining future position availability.

The SPOE data system will be experiencing a new upgrade with user testing next week. It is an online data system called ISPOE. It will have file-sharing tools and will be a major update of the old Access-based data system. The goal will be to improve data access and accurate data entry.

First Steps is still reviewing provider agency application updates. Cathy noted that it is taking more time than was anticipated. If there is missing information, First Steps will follow up with later info requests.

Cathy was asked to present information on Vision services in First Steps to a legislative committee in response to a complaint to the Developmental Disabilities Council that there was a gap in services for children with visual impairments in First Steps. First Steps has reached out to the agency to enroll them in First Steps as an ancillary service agency, however, the agency declined. Cathy also noted that there were a number of families of children with visual impairments that testified who had very positive things to say about their experiences in First Steps.

## **ICC Membership**

Michael Williams, Indiana Department of Education, has resigned his position and taken a new position in the public schools. There have been other vacancies as agency members come and go. Also, there have been no new parent representatives appointed. Cathy noted that ICC membership has fluctuated and presents challenges when some members are not familiar with First Steps and able to contribute to the SSIP process. There was discussion concerning how the council and council support can assist and inform new members to increase their active engagement. It is a challenge since the ICC only meets on a quarterly basis.

A recommendation was made to invite SPOEs to solicit families to volunteer to serve on the ICC. MP was asked to email clusters, LPCCs, and provider agencies to recruit and nominate current or former First Steps family members for the Governor's consideration. MCP will also update the current information materials describing how families can contribute and to generate interest among families. Since families who are interested need to prepare a written bio, it was recommended that MCP prepare a template that families can use. MCP will also prepare a binder for new members that include membership, operating procedures, laws, past minutes,

best practices. The website noted above at the Early Childhood Center will include a link to these materials.

Another recommendation is to consider an orientation meeting for new members. This orientation could introduce members to First Steps, services, major entities, etc. This orientation could take place before or after an ICC meeting and would allow new members to ask questions outside the formal meeting.

It was also recommended that the ICC consider holding a retreat; something it used to do in past years.

### **Public Comment**

There was no public comment.

### **Adjourn**

Meeting to adjourn at 1:20 pm.